

# WILLIS AVENUE APARTMENTS

14731 Rayen Street  
Los Angeles, California 91402  
(Panorama City)

Targeted Population -  
Homeless and Chronically Homeless Seniors  
(ages 55+) with Special Needs

**WAITLIST ONLY**



## Tenant Eligibility Criteria for MHSA UNITS:

- **Annual household income of 30% Average Median Income or less (\$17,730 or less for 1 person and \$20,250 or less for 2 persons.)**
- **Must meet the Federal definition of “homeless” or “chronic homeless.”<sup>1</sup>**
- **Must be certified by Department of Mental Health – Housing Policy and Development.**
- **Certification Application along with additional required documentation must be submitted by Case Manager to the MHSA unit.**
- **Must be at least 55 years of age at time of move-in.**

Willis Avenue Apartments is a 41-unit older adult permanent supportive housing development located in Panorama City. This project provides MHSA funded units for homeless and chronically homeless older adults who meet the aforementioned eligibility criteria. ***The Willis Avenue Apartments are all one bedroom units, with the following amenities: furnished, laundry rooms, fitness center, library, community garden, on-site supportive services, high speed internet access and much more!***

Housing Policy & Development (HP&D) will begin accepting Certification Applications for ***WAITLIST purposes only until we reach 20 Approved Certifications.*** HP&D will work to process Certification applications within 10 business days including faxing a copy of the approved certification to the referring agency and to property management. **PLEASE GO TO DMH WEBSITE, ([www.dmh.lacounty.gov](http://www.dmh.lacounty.gov)), to download the required documents.**

## HOW TO APPLY:

1. If the prospective tenant meets the eligibility criteria listed above at time of move-in, the case manager should download and complete the MHSA Housing Certification Application, verification of homeless form and, if applicable, the certification of residency form, the Authorization for Request or Use/Disclosure of Protected Health Information (PHI Release Form), and the Service Responsibility and Commitment form.
2. Fax the Certification Application forms to HP&D (213) 637-2336, **ATTN: Housing Coordinator**. Once processed, HP&D will fax a confirmation of the certification to the Referral Source (client's case manager) identified on the MHSA Housing Certification Application form.
3. You will be contacted by the property management as units become available.

### <sup>1</sup>Federal Definition of Homelessness –

1. an individual who lacks a fixed, regular, and adequate nighttime residence; and
2. an individual who has a primary nighttime residence that is -
  - A. a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
  - B. an institution that provides a temporary residence for individuals intended to be institutionalized; or
  - C. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

### Federal Definition of Chronic Homelessness –

1. 365 consecutive days or one continuous year of HUD homelessness; OR
2. 4 episodes of HUD homelessness in 3 years
3. must have a disability

